70 King Edward Avenue

Mansfield

Notts NG18 5AF

CIO no. 1195420

Chair: Barbara Nestor

maunrefugechair@gmail.com

07714 273076

www.maunrefuge.org.uk

|  |
| --- |
| **Application Form for the post of Coordinator**Please expand/increase the spaces as necessary as you complete the form.Candidates will be short-listed solely on the information supplied in their application form and letter, measured against the person specification.If you are the successful candidate, copies of your documents will be kept on file. If you are unsuccessful, then copies of your documents will be destroyed.***Return your completed form, letter and equality and diversity monitoring form to:******contact@maunrefuge.org.uk*** |

|  |  |
| --- | --- |
| Surname |  |
| First name |  |
| Other names |  |
| Title |  |
| Address |  |

It is important to include your date of birth and National Insurance (NI) Number for pay and pension purposes, should you be successful.

|  |  |
| --- | --- |
| Date of birth |  |
| NI number |  |

# **History** (list in order of most recent first)

1. **Education and training**

Please provide full details of your education at post-secondary level and above, where applicable. Include detail of any special skills training or other relevant knowledge e.g. ability to speak other languages. Please give all the information required and levels of any examinations taken.  You may be asked to provide documentary evidence of attendance and qualifications if invited for an interview.

|  |  |  |  |
| --- | --- | --- | --- |
| Institution | Dates | Field of study | Qualifications |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1. **Employment**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Employer name and address | Dates | Sector e.g. charity, local authority, higher/further education, etc.  | Post held/nature of work | Reason for leaving |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

1. **Volunteering**

|  |  |  |  |
| --- | --- | --- | --- |
| Organisation name and address | Dates | Post held/nature of work | Reason for leaving |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

# **References**

Please list two referees one of whom should be your current or most recent employer. If you are unable to give that person as a referee, please give the reason why not, here:

|  |
| --- |
|  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name and address | Position | Dates known | Phone number | Email address |
| **1.** |  |  |  |  |
| **2.** |  |  |  |  |